

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and twenty fifth meeting of Witham First District Internal Drainage Board held on Tuesday, 23rd May 2023 in Branston Booths Village Hall at 2pm.

Present:

Mr E Applewhite
Mr D C Armstrong Chairman
Mr S Cobb
Mr M Harrison
Mr R Hickling
Mr S Leggate
Dr B Maplethorpe
Mr C R Oxby
Dr V Stanton
Cllr P J Vaughan

In attendance:

Mr Ian Coupland Director of Operations
Miss Jayne Flower Executive Assistant
Mrs Jane Froggatt Chief Executive
Mr Chris Harris Internal Auditor, TIAA
Mr Steve Larter Director of Finance & Governance
Mr Martin Shilling Director of Engineering & Technical Services

2626 Apologies for absence.

Apologies for absence were received from Mr D Busby, Cllr I Carrington, Mr P Carrott (Vice Chairman), Mr P Gilbert, Mr W Grantham, Cllr Head, Cllr Hewson, Mr A Hodgson, Mr D Leggate, Cllr P Lundgren, Mr I Mair, Mr S Maplethorpe, Mr A Means and Cllr S Waring.

2627 Declarations of Interest.

Declarations of interest were received from members appointed by City of Lincoln Council and North Kesteven District Council, in matters relating to their respective Councils.

2628 Chairman's Announcements.

The Chairman welcomed members to the May meeting of the Board, traditionally one of the busier meetings of the year.

A particular welcome was extended to Internal Auditor, Chris Harris from TIAA. Chris would present his independent report on the last financial year 2022/23 and his audit certificate, which forms part of the Board's Annual Governance & Accountability Return [AGAR].

The Chairman understand there had been no changes to City of Lincoln Council's appointments to the IDB, following the local elections on 04th May 2023. He was pleased to report that long-standing members Cllrs Gary Hewson and Pat Vaughan would continue to serve on the Board.

NKDC had not yet notified of any changes to the Council's nominated members to the Board.

The agenda was necessarily heavily finance-led, it being that time of year to receive several reports relating to the preceding financial year to 31st March. The Chairman was pleased to report that the Board ended 2022/23 with a modest surplus position of £47.5K, a good result given the need to absorb the impact of rising electricity prices in the second half of the year.

There would be an update on the winter works undertaken, both our own works and the PSCA works for the Environment Agency on EA main Rivers. The Chairman highlighted that the Board had been commissioned to provide additional PSCA summer maintenance works in 2023 for the EA, particularly flail works.

The Chairman once again highlighted that the Board has 3 vacant seats and asked that if anyone had suggestions of people who may be interested in joining to represent the following electoral wards, then please speak to himself or to Jane Froggatt:

- Blankney & Martin Fens
- Heighington Fen & Lincoln
- Sleaford [although it is likely that Sleaford Town Council, as allotment providers and therefore landowners in the district, will nominate a member to this vacant seat].

2629 Minutes of the previous Board meeting, 24.01.23.

The Minutes of the Board's previous meeting held on 24th January 2023 were proposed by Cllr Pat Vaughan, seconded by Ed Applewhite and APPROVED as an accurate record.

MATTERS ARISING:

There were no matters arising, all being covered by the agenda.

2630 Minutes of the Executive Committee meeting, 09.05.23.

The minutes of the Board's Executive Committee meeting held on Tuesday, 09th May 2023 had been circulated with the agenda and were proposed by Mr Ron Oxby, seconded by Mr Ed Applewhite and APPROVED as an accurate record.

MATTERS ARISING:

2630.1 Proposed co-location of W3rd and W1st Depots at Woodhall Spa (minute 9 refers).

The Chief Executive highlighted that for some time, supplies had been centralised at Woodhall Spa Depot, e.g., timber, stone, and drawn down from stocks as needed by the relevant Board. In addition, W1st does not have its own tractor & trailer for haulage, and Operatives go over to W3rd's depot to borrow and use that Board's haulage tractor. The same applies for the forklift. Given the access is poor at W1st's depot for low-loader moves, some plant moves are via W3rd's depot yard. The office facilities are poor at W1st depot [internet access is very poor] and the welfare facilities are antiquated. In addition, Operatives had reported concerns that, although the Witham Bank

is a public highway, when moving large plant and machinery and needing to pull over for traffic, since road repairs have been undertaken in places it is difficult to safely pull over.

The Chairman and members of the Executive Committee had therefore asked for the feasibility of co-locating depots at Woodhall Spa to be explored. This had been considered by officers, including adequacy of welfare facilities at what is W3rd's Woodhall depot now, office facilities to accommodate the numbers required. Consideration had also been given to how bench and workshop facilities could be reorganised to accommodate everyone, together with adequacy of plant and vehicle storage on site. The implications for accessing different parts of Witham First's drainage district had also been considered.

Following discussion both at Witham Third's Standing Committee meeting and within the Executive Committee, it was agreed that both Boards would trial a joint depot arrangement based in Woodhall Spa for a 12-months period. Arrangements had been made to brief all affected staff, with the aim of vacating Witham First's depot, reorganising W3rd's depot as needed and forming a joint depot for both Boards by 30th June 2023. This would establish a new, joint base in advance of the Summer Maintenance Programme beginning in earnest.

Members of the Executive Committee had noted and supported the planned establishment of a joint depot for Witham Third and Witham First on the existing Witham Third site in Woodhall Spa by 30.06.23.

Members noted the minutes of the Executive Committee meeting held on 09th May 2023 and that arrangements were being made to co-locate both Depots in Woodhall Spa.

2631 Joint Services Committee 04.05.23

The minutes of the Joint Services Committee held on 04th May 2023 had been circulated with the agenda and were received and NOTED by members.

MATTERS ARISING:

There were no matters arising.

2632 Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda, and issues highlighted included:

2632.1 Year-End Financial Positions 2022/23.

Despite the escalating financial pressures during the latter half of 2022/23, particularly those relating to electricity unit rates and standing charges, the 4 Boards were able to absorb those rising cost pressures, and each ended the year with a modest surplus. Witham First DIDB ended the year with a 31st March 2023 surplus position of £47,537.75 to allocate to its General Reserve.

Given the considerable financial risks the Board faces in 2023/24, e.g., electricity budgets being exceeded should we have rainfall in excess of an average year, the uncertainties of insurance renewal costs in July 2023 and continued fuel, repairs and maintenance and plant price increases, it is reassuring to be able to allocate a modest 31st March 2023 surplus into the General Reserve. The 4 Boards' current policy of holding 10-15% of annual turnover in General Reserves [in addition to money held in earmarked reserves] is something Members may wish to review in 2023/24, to reflect current economic uncertainty and financial risk.

2632.2 Annual income 2022/23.

It was noticeable how significantly the annual turnover of the 4 Boards has increased in recent years, this totalling £6,418,809.57 for the 4 IDBs in 2022/23. The total income last year for Witham First DIDB, including EA Highland Water contributions and PSCA works income, was:

- Witham First DIDB: [£1,270,179.66] turnover - including [£111,203.70] PSCA & FDGiA income 2022/23.

2632.3 PSCA Income 2022/23 and work for 2023/24.

Members have supported the 4 Witham & Humber Boards undertaking additional PSCA works on EA main rivers for a variety of reasons, including a desire to see regular and improved standards of maintenance. The downside of this is the reliance the 4 Boards now have on this work and PSCA income, which amounted to £754,223.58 across the 4 Boards in 2022/23. This is not a programme of works commissioned over several years, but works spot purchased by colleagues in the EA on an annual basis. The short-term nature of the work does transfer the risk to the Boards, and it means the sensible planning of work programmes, plant and vehicle purchases/disposals and Operative staffing levels alongside the 4 Boards' own workload in our drainage districts is complex. Workload, the Boards' own and that of the EA, needs effective programming.

The PSCA order numbers had been provided by the EA for annual maintenance works in 2023 and, except for obstruction runs [which the EA has taken back in-house], the volumes of workload required have increased, particularly tractor/flail cuts and handwork. It is accommodating the flail work which has taken some thought and investment by the Boards, e.g., we have retained an excavator on each of the relevant 3 Boards [2 tracked on W3rd and W1st and a wheeled machine on UW] and hence we are advertising for a peripatetic Land Drainage Operative role across 3 of the Boards, seeking someone with tractor/flail experience.

In addition, the Chief Executive had authorised the purchase of a used Aebi machine [66 plate, 3,500 hours] at a cost of £22k, including the front flail [we have a rear paddock flail to use on the combination] This is from Black Sluice IDB at the trade-in price that Board was offered when purchasing a new replacement. This machine was collected on 11.05.23 and will assist in delivering the additional flail work commissioned this year by the EA across the 3 relevant Boards. To achieve this purchase the replacement of the W3rd

Midi-digger, for which there is £50k in the 2023/24 plant programme, has been deferred until at least 2024/25 in the revised plant programmes coming to each of the Boards this week.

2632.4 Electricity.

Electricity has been the 4 Boards' significant cost pressure throughout 2022/23, and particularly since 01.10.22 when unit prices per KWH at Pumping Stations increased from an average of 12 pence to 30 pence. It was a significant risk that the electricity budgets for 2022/23 would be exceeded and each Board might face a deficit. Coupled with the increase in unit rates for electricity, the 4 Boards' standing charges at Pumping Stations also increased, from a previous circa £15k per annum to £128k and are anticipated to rise again during 2023/24 by 10%. The electricity budgets were indeed all overspent in 2022/23, but these overspends were contained in each Board's bottom line at 31.03.23.

Members approved significant increases in the Penny Rates for 2023/24 at the 4 January 2023 Board meetings, primarily to make budgetary provision for the increased electricity costs [i.e., 15% Penny Rate increases in 3 of the Boards and a 29% increase in Witham First DIDB]. For information and context, the 2022/23 pumping stations' electricity budgets against spend were set out as follows [bearing in mind the price increase took effect from the half-year from 01.10.22, and we had a comparatively dry February 2023]:

- NELDB: Budget £15k; annual 22/23 total spend £24.3k.
- Upper Witham IDB: Budget £48k; annual total 22/23 spend £75.4k.
- **Witham First DIDB: Budget £69k; annual 22/23 total spend £147.6k.**
- Witham Third DIDB: Budget £69k; annual 22/23 total spend £96.6k.

The 2022/23 budgets for electricity at Pumping Stations totalled £201k and have been uplifted to £807k for 2023/24. In NELDB the revised budget is £90k, Upper Witham £192k, W1st £305k and W3rd £220k. Members were reminded that this is based on an average rainfall year and pumped hours [not a heavy rainfall year], an assumed 10% further increase in standing charges at Pumping Stations and a best estimate from ESPO's advisors of a further increase in the unit rate on 01.10.23 from 30 pence per/KWH to 40 pence per/KWH [& 80% of usage assumed October 2023 to March 2024 in 2023/24, based on past activity]. The cost of electricity therefore remains a considerable risk in this financial year 2023/24.

The electricity cost pressure had been raised with Defra officials. The Chief Executive attended the Defra/ADA/EA/IDB representatives' meeting on 30.11.22, MPs have been briefed, and she presented the position at the Anglian [Northern] RFCC meeting on 27.01.23 immediately after the 4 Boards' January meetings. The position was outlined by Andrew McGill and the Chief Executive to the Lincolnshire Scrutiny Committee meeting on 20.02.23. Letters had been sent to MPs, Councils had been briefed and had escalated the issue, and the impact on the Special Levies they pay, with DLUC.

Pleasingly, The Chief Executive reported that the Government had announced on 16th May 2023 an additional £3 million to those 15 councils most affected by the increase in IDB Special Levies for 2023/24 [including NKDC and City of Lincoln in those 15]. This is very good news, although it is a one-off allocation to the Councils and provides no support to drainage rate account holders.

2632.5 Potential for Witham Fourth DIDB to join the Witham & Humber Drainage Board Joint Services partnership, upon the impending retirement of their Chief Executive.

JSC members had supported the exploration of the expansion of the 4 Boards' voluntary partnership agreement, in place now since 01st April 2017. The proposal arose from an approach to the Witham & Humber Drainage Boards by colleagues in Witham Fourth DIDB, requesting that we consider this option jointly which they had identified as one of two prime options for their way forward when their Chief Executive retires.

Although there were potential identified efficiency savings for each of the five Boards, the potential broadening of the Witham & Humber partnership to include Witham Fourth as an equal partner was never about savings and the here and now. It was about ambition and building our future organisational resilience for the 5 Boards, pooling our scarce staff resource to meet an ever-increasing workload and our meeting the workforce challenges of the future with enhanced career opportunities for our staff.

Witham Fourth DIDB's Board met on 22nd March 2023 to discuss and agree its preferred organisational options, and depending on the outcome of that Board meeting the Chief Executive was due to subsequently convene a one-off meeting of our Joint Services Committee.

The following decision was conveyed, after the 22nd of March meeting, by Witham Fourth DIDB to our IDBs and to their staff:

"Witham Fourth DIDB discussed the strategic options available when the current Chief Executive retires [that date TBC]. Whilst there was some support to look at more efficient ways of working, the decision was taken to rule out sharing services with the Witham & Humber Boards. This decision brings an end to any uncertainty over this matter, as the Board clearly indicated that it wants W4IDB to remain fully independent".

This being the decision of our colleagues, we now have certainty that Witham Fourth DIDB do not wish to join the partnership. A meeting of the JSC was not therefore convened and the JSC was briefed when it met on Thursday 04.05.23.

Whilst there has been varied reactions to this outcome, Peter Bateson and the 4 Boards' Chief Executive are agreed that it was a worthwhile exercise to look at the option. As the organisations progress different futures, we will continue to work cooperatively together.

2632.6 Staffing

Mark Ketley started in the role of Engineering Projects Officer on 01.05.23. The role has been vacant since 01.07.22. Mark joins from a career in the construction sector, holds a Civil Engineering degree and lives locally in Waddington.

This role will work closely with Georgina Nichols, Capital Programme Manager, and other team members, picking up the schemes at the point the Business Case approvals are agreed and funded.

Abi Gilbert in the Engineering team completed her Civil Engineering degree course at Nottingham Trent University in May 2023, having previously successfully completed her HNC then HND at Lincoln College. She was shortlisted by Nottingham Trent as one of 3 candidates for the Public Services Apprentice of the Year Award 2023 and at the Awards ceremony on 10.05.23 Abi was presented with Nottingham Trent University's Apprentice of the Year Award.

Jack Waller started with the IDBs in March 2023, as Land Drainage Operative. His contract is held by Witham Third DIDB and his base is Woodhall Spa. Jack is working as our new peripatetic Land Drainage Operative across 3 of the Boards, predominantly on excavators. Jack has a background working on archaeological dig sites.

The 3 relevant Boards are advertising a Land Drainage Operative, role for a predominantly tractor/flail Operative. This role will be based either with Witham Third or Upper Witham, depending on where the successful applicant lives. The post-holder will work peripatetically across 3 Boards, recharged accordingly, recognising that the Boards have been commissioned by the EA to undertake considerable additional PSCA works this year and much of that is flail work. On this occasion there has been a good response and interviews were held on Thursday 18.05.23.

James Neill joins the Boards on 01.08.23 as our new Apprentice Engineer, following a similar training programme as that recently completed by Abi Gilbert, with initial studies in Civil Engineering on day-release at Lincoln College.

Guy Hird, Head of Engineering & Technical Services, completes 34 years' service with Upper Witham IDB in May 2023, more latterly with all 4 Boards [with 4 years' prior service at LCC Highways]. Guy will retire on 05.11.23. He will take some time off, returning to the 4 Boards as our Planning & Consents Officer, in a part-time role [0.5 FTE] from December 2023. The full-time vacant Planning & Consents Officer role had been advertised for some considerable time, without success. With his experience, Guy will concentrate on these duties in a part-time role and be available to the Engineering and Technical team to support Martin Shilling as other team members build their experience.

2632.7 Pay Award for 2023/24 from 01st April 2023.

The employers' side to the ADA Lincolnshire Pay & Conditions Committee made a revised pay offer for 2023/24 of a 2.1% consolidated uplift to baseline pay scales from 01.04.23, with a further unconsolidated pay lump sum of £1,800 [to be paid as £900 in April 2023 and a further £900 in September 2023]. This was an increase on the previously proposed pay settlement of a 2.1% consolidated uplift plus an unconsolidated sum of £1,500. Unison put this original proposal to a ballot of their members. The offer was rejected, and employers put the original proposed settlement to the ADA Lincolnshire Branch on 20.10.22, which was accepted.

Across the IDBs participating in the joint pay negotiations in Lincolnshire, the revised proposed pay settlement of 2.1% plus £1,800 was put by employers directly to all staff as a survey, i.e., not via Unison, with a closing date of 10.03.23.

There was a response rate to the survey of 71% across the IDBs by 10.03.23. Of those people who did reply, 84% indicated they were willing to accept the employers' pay offer and 16% indicated that they were unwilling to accept it.

On receipt of the clear majority survey results across the IDBs, and following discussion between employers about the result, we have implemented the pay settlement for 2023/24 from 01.04.23, at 2.1% plus a further unconsolidated £1,800, and ADA White Book Pay Scales have been revised and issued accordingly. This pay settlement is what was included in Budget Estimates approved by each of the 4 Boards in January 2023.

To put some metrics around what this means, for example, our Land Drainage Operatives on a White Book Spine Point 15 are therefore uplifted to a 2023/24 salary of £26,376 from 01.04.23 [+ a further £1,800 lump sum payment which is unconsolidated, with £900 paid in April and £900 to be paid in September 2023 salaries]. This excludes overtime pay and provision of a fuelled works van.

It has not been a straightforward set of negotiations this year, and employers and Unison representatives convened once again as the ADA Lincolnshire Pay & Conditions Committee on Thursday, 27.04.23. The 4 Boards' representative on the Committee is Upper Witham Member, Cllr Lance Pennell, supported by the Chief Executive. The outcome of the meeting was that the 2023/24 pay settlement is completed and discussion around the outcome of the July 2023 pay formula, to be published in September 2023, will be used to inform discussion on the 2024/25 pay settlement when the Committee meets next on 21.09.23.

2632.8 Board memberships

Members were briefed on the longstanding vacancy on the Board for the district of Sleaford. We have received an expression of interest from Sleaford Town Council who, as drainage ratepayers, would like to nominate a Councillor to this electoral ward. At their Council meeting on 19th April, the Council agreed in principle to nominate someone but deferred nominating a

specific person until their Annual Meeting of the Council on Wednesday 24th May.

That leaves 3 further vacancies on Witham First DIDB, as follows:

- Blankney & Martin Fens
- Heighington Fen & Lincoln
- North Kesteven District Council

The Chief Executive's report and update were received, discussed and NOTED.

2633 Corporate Risk Register.

A report prepared by the Risk Manager had been circulated with the agenda and was presented by the Director of Finance and Governance.

The purpose of the Corporate Risk Register (CRR) report is to provide the Board and the Public with an update of the Corporate Risk Register for Witham and Humber Drainage Boards. The CRR provides a strategic oversight of the corporate risk management process and the key risks to which W&HDBs are exposed.

The CRR is taken to the Joint Service Committee (JSC) Board meeting to ensure that the Board Members are aware of the strategic risks which affect the four (4) statutory Boards within Witham and Humber. It details those risks that are significant enough to warrant management and or oversight by a member of Management Team, providing detail of the risk control measures in place to reduce the likelihood and/or impact of a risk occurrence where this is felt to be practicable /appropriate.

Witham and Humber Drainage Boards have a robust risk management process, which enables consideration of external and internal risks.

Since the April 2023 review, low/medium level risks are no-longer recorded on the CRR as these are managed by the Senior Management Team as 'business as usual'. By establishing a systematic approach to identification, assessment and management of risk, WHDB intends to continually improve the 4 Boards' governance, increase accountability and enhance overall performance.

The summary matrix continues to show the original risk reference. However, the low and medium risk references have been removed as the Senior Management Team (SMT) continue to manage the low and medium risk robustly within their Directorates and Teams.

The Risks which in January 2023 were noted (R) have been removed from the Strategic/public risk register due to being low and medium risk. Other aspects for the layout of the report and the Corporate Risk Register remain as previously.

Only High and Very High corporate risks are included on the Register.

Minor amendments had been made to the current financial year. Re-wording on the penny rate due to being within this financial year, however no change to the context. The trend has changed from 'rising' to 'stable'. Additional notes had been included regarding the media publicising Public Services pay, and the notable increase in other Public Service Industrial

Action, including that of the Environment Agency. The Trend was left as of January 2023, to reflect the uncertainty within Public Services at this time.

Following discussion, the Board:

- Approved the lay out of the CRR with the low and medium risks removed.
- Approved the minor amendments from January 2023.
- Approved the CRR as set out.

2634 Internal Audit 2022/23.

A report had been circulated with the agenda and was presented by Mr Chris Harris, Internal Auditor of TIAA.

Chris undertook the 2022/23 internal audit work remotely during March 2023. The key outcomes from the audit were as follows:

1. The overall assurance opinion for 2022/23 is Substantial Assurance and two priority three Recommendations had been made this year, along with one Operational Effectiveness Matter (OEM).
2. The Recommendations referred to the need to keep Policies and Procedures up to date with latest additions posted on the Board's website, and to the collection of some long-term outstanding debts.
3. The OEM referred to the fact that the Risk Management Policy and Procedure was not present on the Board's website.
4. Overall good corporate governance is practiced by the Board with appropriate Board involvement.
5. The accounting records are all in order, up to date and in balance.
6. The Board can be satisfied that the governance, risk and control framework is working well, and the finances are all in order.

Members noted the report, presentation and assurance rating of 'substantial assurance' for last year 2022/23. The Chairman thanked Chris for his work with the Board.

2635 Schedule of Expenditure, 01.01.23 to 31.03.23.

The Schedule of Expenditure for the two months period from 01st January to 31st March 2023 had been circulated with the agenda and was presented by the Director of Finance & Governance.

Gross expenditure totalled £285,265.86 or, net of reclaimable £33,603.18 VAT, **£251,662.68**. Of this, £9,947.38 was recharged to other bodies. It was emphasized that this is the invoices paid in the period, and some invoices relating to the period may not be included [e.g., electricity costs at pumping stations are invoiced a month in arrears].

There was nothing highlighted to members on this occasion, however Mr Ron Oxby pointed out two apparent VAT errors, which would be investigated.

Members received and NOTED the expenditure incurred between 01.01.23 and 31.03.23.

2636 Year End Financial Performance Report 2022/23 to 31st March 2023.

The Director of Finance & Governance presented the Financial Performance Report to 31st March 2023, the end of financial year 2022/23. A summary table of the overall income and expenditure position was presented, as follows:

	Profiled Budget	Actual	Variance	FRS102 Adjusted
	£	£	£	£
Income	(1,126,247)	(1,270,180)	(143,933)	(1,270,180)
Board & General Admin	16,870	14,936	(1,934)	14,936
One Off Schemes	35,000	53,855	18,855	53,855
Conservation	1,750	273	(1,477)	273
Depot	17,350	15,156	(2,194)	15,156
Drains	403,842	388,626	(15,216)	388,626
Pumping Stations	201,730	257,004	55,274	257,004
Joint Admin/Witham House	109,408	122,512	13,104	122,512
Consents & Enforcement	10,753	8,650	(2,103)	8,650
Director of Operations/Engineers	77,484	60,510	(16,974)	76,194
Contribution to/(from)				
Reserves	40,000	86,770	46,770	86,770
PWLB	27,370	27,372	2	27,372
Rechargeable Works	100,000	103,947	3,947	103,947
EA Precept	84,690	83,031	(1,659)	83,031
FRS17 Pension Adjustment (net)	0	0	0	(55,000)
Wages & Plant Holding Account	0	0	0	39,316
(Surplus)/Deficit	0	(47,538)	(47,538)	(47,538)

The Board was showing a surplus position of £47,537.75 at the end of the financial year which will be transferred to the General Reserve. Whilst this was a healthy outturn position, Members were reminded that the Board had more financial risk, especially in respect of electricity costs if wet weather events occur, and the increased reliance on PSCA income. Therefore, it was important that the Board's reserves were increased over coming years to mitigate some of the additional financial risk.

The main income streams in terms of Drainage Rates raised (£553k) and Special Levies (£427k) paid by the two councils had been received.

Rechargeable Works mainly covers the PSCA works which had been invoiced to the Environment Agency. Works of (£111k) have been recharged for works undertaken in 2022/23, along with other recharges of (£9k) and recharges to other Boards (£3k).

Highland Water claims had been submitted to the Environment Agency for 2022/23 actual costs incurred with a further balance of (£1,789) due, which will be payable in September 2023. On the estimated claim for 2022/23, 80% or (£21,360) was paid in August 2022 along with the balance for the 2021/22 actual claim of (£7,944). This gives total Highland Water income due for 2022/23 of (£23,149).

FDGiA capital grants income of (£125,625) had been received for the Telemetry scheme. This income has been transferred to reserves, with expenditure incurred for FDGiA works undertaken during the year of £53,855 drawn from the reserve. The balance will remain in the reserve for works to be completed in 2023/24. Funding of up to £149,750 was confirmed

via the EA. Site visits had been undertaken, but the roll-out of the scheme across 39 sites in the 3 relevant Boards [not NELDB where this was done a couple of years ago] is taking longer than envisaged with colleagues at Xylem.

The refurbishment works at Metheringham Pumping Station continue, the scheme totalling £168,000 with FDGIA grant awarded of £163,000. The remaining funding of £5k will be resourced by the Board, as previously approved. The (£163,000) had been received in previous financial years to undertake these works. Most of the spend had now been incurred, with the flap valves being the final element of the refurbishment scheme, to be completed imminently.

For Drainage Rates collected in 2022/23, including previous years' arrears, as at 31st March 2023, the collection stands at £562,234.86. This is a 99.0% collection rate which was an improvement on the 97.1% at the same point in 2021/22 by comparison. Final reminders were posted out to Rate payers on 19th October 2022 with a court date set for 16th January 2023 at Boston Magistrates Court. But as most summonsed payments had been received this was cancelled. The outstanding balance of £5,912.28 was rolled over to the 2023/24 rating invoices. All historical outstanding rating queries are now resolved and only land transfers from in-year were being actioned. The 2023/24 invoices had been sent out.

For the revised Plant & Machinery Replacement Programme, no sales or purchases were budgeted for the financial year 2022/23.

As discussed extensively, Electricity has been a significant cost pressure in this financial year, so an additional table was included within the report to monitor this key budget. This Board had a budget of £69k for the Pumping Station electricity in 2022/23 and £148k was spent. However, this only had 6 months of the significant price increase from 01st October 2022. The electricity budget for 2023/24 has been increased from £69k to £305k for Pumping Stations.

Inflationary pressures that the country is currently experiencing are affecting many of the Board's costs. RPI was 13.5% in March 23 [CPI was 10.1%]. Electricity, fuel, plant, spares and vehicle maintenance, insurance, etc, are all seeing escalating costs. Where possible, these are locked into contracts so not all the impact is being felt currently, but it has fed through into costs putting pressure on the latter half of 2022/23 budgets. This will continue into the new financial year 2023/24, with costs still increasing. Additionally, the availability of materials, spare parts and suitable companies to carry out works is causing additional downtime and delays (e.g., Telemetry roll out).

The Board has a General Reserve Policy of holding 10% to 15% of budgeted annual income/expenditure, and currently has an allocation of (£141,533). The surplus of (£47,538) will increase the balance to (£189,071), which is 13.72% of the 2023/24 estimated income and expenditure of (£1,378,027). This is therefore within the Board's current policy.

Other earmarked reserves exist for Plant & Machinery renewal (£348k), Pumping Station Renewal (£65k), One Off projects/FDGIA (£154k) and Commuted Sums (£33k). Members were reminded that if funds are required then the Board can approve movements between the reserves at any time, so these allocations can be amended.

The Bank Balances as at 31.03.23 were set out as follows:

Bank Balances & Investments

As at 31st March 2023

Natwest	£	186,684.00
Nationwide Instant Access	£	685,093.40
Nationwide 90 Day Notice	£	-
Total	£	871,777.40

PWLB Loan - Balance Outstanding

2.41% **£ 110,010.40**

*Original loan £354,480. Loan period 14.5 years from 17/12/2012. Maturity date 17th June 2027
Repayments made 17th June and 17th December each year.*

Following much discussion Members AGREED:

- to note the financial performance for 01st April 2022 to 31st March 2023 (P12).
- To approve the 31st of March 2023 surplus of (£47,538) be transferred to the Revenue Reserve, giving a year-end balance of £189,071 (13.72% of 2023/24 budgeted expenditure).
- To note this Outturn position has been used in the compilation of the Statement of Accounts and IDB Annual Return, elsewhere on the agenda.

Members NOTED the 2022/23 end of year financial performance report.

2637 Annual Governance Statement.

The Annual Governance Statement forms part of the AGAR for 2022/23 and had been circulated with the agenda for reading out by the Chairman. The Board has a statutory requirement to complete and approve the AGAR, further elements of which appear later in today's Agenda.

The AGS part must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates. It comprises 9 assertions (number 9 is not applicable to IDBs) which the Board must consider and agree or provide a detailed explanation for the external auditor where it cannot agree and how it will address any weaknesses identified.

Once the AGS is agreed, the Accounting Statements and AGAR may then be approved.

The Chairman took the Board through the relevant 8 statements at the Board meeting with the response to each agreed positively.

2638 Annual Report & Statement of Accounts 2022/23.

The Annual Report and Statement of Accounts 2022/23 had been circulated with the agenda and was presented by the Director of Finance and Governance.

The Board does not have a statutory requirement to produce a full set of Statement of Accounts, but it is deemed good practice to do so. Furthermore, a lot of the detailed work undertaken is required to complete the Annual Governance and Accountability Return (AGAR), which is a statutory requirement and appears elsewhere on this Agenda.

The accounts have been produced (where applicable) in accordance with the Joint Panel on Accountability and Governance's (JPAG) guidance, "Governance and Accountability for Smaller Authorities in England; A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements", issued in March 2022.

The Statement of Accounts comprises the following key sections:

- Annual Report 2022/23 – narrative on the work of the Board during 2022/23.
- Statement of Accounts 2022/23 – lists the key components of the statements.
- Board Members – schedule of Board Members who served during 2022/23.
- The Annual Governance Statement – replication of the text in the Annual Report.
- Statement of Responsibilities – list the Board's and Chief Executive's responsibilities regarding the Statement of Accounts.
- Statement of Accounting Policies.
- Income & Expenditure Account 2022/23.
- Balance Sheet 2022/23.
- Notes to the Accounts.

Appendices:

- Map of Board's drainage district
- Organisational Structure Chart
- Interrelationship between Rainfall, Pumped Hours and Electricity Costs

Once approved, the document is published via the Board's website to help meet its requirements under the Local Government Transparency Code 2015.

The Board approved the unaudited Annual Report and Statement of Accounts 2022/23.

2639 Annual Governance and Accountability Return (AGAR) 2022/23.

The Annual Governance and Accountability Return (AGAR) for 2022/23 had been circulated with the agenda and was presented by the Director of Finance and Governance.

The AGAR has 4 separate sections and needs to be approved at a full Board meeting before 01st July 2023. It also must be submitted, along with additional information, to the nationally appointed External Auditor PKF Littlejohn LLP, by Monday 03rd July 2023 for their review. Alongside this, the rights of public inspection will commence on Monday 12th June 2023 until Friday 21st July 2023. This period must incorporate the first 10 working days of July, as required by statute.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2022/23 [as received earlier in today's meeting].
- Section 1 – Annual Governance Statement 2022/23 [as agreed earlier in the meeting].
- Section 2 – Accounting Statements 2022/23 [this section].

- Section 3 – External Auditor Report and Certificate 2022/23 [as received earlier from the Internal Auditor].

The Annual Internal Audit Report has been completed by the Internal Auditor, Chris Harris of TIAA, the Annual Governance Statement must be approved before the AGAR is approved in full. The Accounting Statements utilises the information used in the preparation of the Statement of Accounts.

Once approved, the document is published on the Board's website to meet its requirements under the Accounts and Audit Regulations 2015. This will be Friday 09th June 2023.

The statutory deadline by which the AGAR and signed external auditor report and the Notice of Conclusion of Audit must be published is 30th September 2023.

Members were content to:

- approve the Annual Governance and Accountability Return (AGAR) 2022/23.
- publish the AGAR along with the notice to commence the period of public rights from 12th June 2023.

2640 Risk and Health and Safety Update.

A report had been circulated with the agenda and was presented by the Director of Operations.

In April, Cope, Health & Safety Contractor had provided Risk Assessments and Safe Systems of Work (SSOW) reviews following the visit on 14th February 2023. Positively, items within the reports were minor in nature. The Board's Foreman is provided with a copy of the report to support appropriate or necessary actions.

Accidents:

There had been 6 reported Incidents, including 1 on Witham First, but with no injuries reported:

- (UW) Operative was supporting the release of a Board's excavator from a low-loader. When they released the chain binder, it sprung back and hit the Operative in the shin. First aid completed to graze/cut. No time off. Outcomes – where practicable allow the transport company to release (as well as load) our equipment.
- (UW) Operatives were moving equipment over the road outside Depot. Car approached at speed, and Operative had to move out of way. Outcomes – consider time of day for such moves e.g., avoid rush times; ensure that the weather (hours of darkness) are appropriate for motorists to see Operatives and the hand-held signs, by planning equipment move and ensure that Operatives stand with sufficient view for the vehicles to slow and stop e.g. at the corners so that their presence is not a shock and vehicles have time to perform a safe stop before 'meeting' the equipment on the carriageway.
- (UW) Operative thought they had a thorn in finger after "banging on felled timber" and attempted to remove following Pharmacy advice. Subsequently, with some pain and swelling still noted, they went to A&E, and the presence of a healing fracture was noted.

- (W3) Operative Slip on Bardney Manor Pump Station Steps, twisting knee when slipped down 3 steps. These steps are very narrow, the steps are in the FDGiA programme for replacement.
- (W3) Operative struck over-head BT line. No outage as it turned out to be a disused line and no damage to equipment or persons. Statement taken from Operative. Reiterated Overhead Power Line information and checks in pre-season training session.
- (W1) Operative pulled over to let vehicle pass, when driving off, noticed flail head had moved, watched to re-adjust and when looked up went off the road, requiring recovery.

No near-miss reports have been received since the January Board meeting.

Members received, discussed and NOTED the Health and Safety update.

2641 Environment Update.

A report prepared by the GIS and Environment Officer had been circulated with the agenda and was presented by the Director of Engineering & Technical Services.

As a public body, under the Natural Environment and Rural Communities Act (2006), Internal Drainage Boards must have regard to the purposes of conserving biodiversity in a manner that is consistent with the exercise of normal functions such as policy and decision-making. 'Conserving biodiversity' may include enhancing, restoring or protecting a population or habitat. An IDB has a legal duty to protect and enhance the environment, set out in a wide range of legislation.

There were no recommendations to the Board on this occasion.

Members received and NOTED the Environment Report.

2642 Capital Programme Report.

A report had been circulated with the agenda and was presented by the Director of Engineering & Technical Services.

The report provided an update on the capital programme within the Board's District. The programme at this stage was indicative and was subject to change as projects are developed and options investigated.

The Flood Defence Grant in Aid (FDGiA) programme is administered by the Environment Agency (EA) and applications to claim GIA are approved by the EA. The approval process of the EA is complex, and it generally takes approximately three months for submission of an Outline Business Case (OBC) or FCERM 7 (study application) to be approved.

The six-year capital programme administered by the EA is refreshed on an annual basis in April / May. This involves looking at each project and ensuring the details of costs, benefits and timescales are still correct or updated if necessary. These bids are then taken to the national team and prioritised against all other projects in the country. An indicative programme is then issued in September for Regional Flood and Coastal Committees (RFCC) to make local choices. The final programme is then issued in January ready to implement the schemes in the new financial year.

The capital programme has been updated based on the programmes that were approved by the Board in January 2023.

Timberland & Billingham PS Refurbishment:

IDB No	FD 533-2020-PRO
EA National Project No	ANC403I/002A/051A & ANC403I/002A/041A
GIA Claim No	IDB 0408
GIA Approval Amount	£83,000
Project Stage	OBC Development
Consultant	JBA

The baseline model was developed to demonstrate what happens in various return periods with current channel morphology and both pumping stations operating as designed. The results indicate that the IDB's current standard of protection is met for the 10- and 20-year return periods, the 100-year event shows out of bank flows at several locations.

The scenario testing indicated that the IDB's standard of protection is met when the pumping station at Billingham is not operating. Several locations were identified where conveyance could be improved either through channel regrading or changes to culverts across the catchments.

The options identified by the modelling will now be considered by the Engineering team to determine the preferred option for refurbishment of Timberland & Billingham pumping stations.

The Lower Witham Resilience project has produced the initial results for the apportionment of benefits for all structures with the flood cell. We are meeting the Environment Agency and other partners to finalise these. We will then be able to determine the works that can be justified at this location.

An Outline business case will be developed, and the scheme progressed. The indicative programme outlined below is based on the pumping station being refurbished and will be updated as the project progresses.

Indicative Programme:	
OBC Approval	September 2023
Construction Start	April 2024
Construction Completion	September 2024

Members noted the update on the Capital Programme.

2643 Plant Programme.

A report had been circulated with the agenda and was presented jointly by the Director of Operations and Director of Finance and Governance.

The Plant & Machinery Replacement Programme (Plant Programme) was last reviewed and approved by the Board in May 2022 to approve purchases for 2023/24 and to indicatively approve the Plant Programme for 2024/25 onwards. Members reviewed the updated Plant

Programme and the impact on the Plant Replacement Fund following a review by Officers and the Executive Committee at its meeting on 09th May 2023.

The programme has also had purchase values updated where recent tender exercises and market feedback have indicated increases in costs.

There were no changes proposed to the Plant Programme in 2023/24, the main item being the purchase of the Atlas 140w wheeled excavator machine and associated weed basket and corresponding disposal [sale] of the 140w machine it replaces in June 2023.

The remainder of the programme for 2024/25 onwards also remained unchanged, except for updated values, etc.

The implication on the Plant Fund had been assessed. Members noted that there was a shortfall in funding in 2026/27 and again in 2027/28. This will be addressed by contributing any sales receipts achieved above the book values, making fund contributions at the year-end should resources allow, and by reviewing the programme annually based on usage of plant (hours/mileage), maintenance history, condition, etc.

There was also a shortfall in the depreciation budget (revenue account) from 2024/25. This will be addressed through the annual budget cycle.

Members were content to:

- approve the plant programme for 2023/24 and 2024/25 as recommended by the Executive Committee meeting of 09.05.23.
- note the impact on plant and machinery reserves as set out based on an indicative programme from 2025/26 onwards.

2644 Operations Report.

The Operations report had been circulated with the agenda and was presented by the Director of Operations.

All four Boards were busy with annual maintenance programmes. Having completed bushing works between January and March 2023, Operatives were de-silting, reforming banks, repairing slips and have started PSCA bank top mowing. In May operatives started preparing all machinery for the vegetation management annual programme, due to start in July.

As part of the annual maintenance programme, works had commenced on de-silting and reforming Roberts Drain, Walcott South Bank, Mill Drain, Engine Drain no1. Elkington's Drain required reform works due to it being too narrow to weed cut, there was some resistance to this work from the landowner who did not want the spoil spreading on his land. PSCA excavator flailing work has also been undertaken by Witham First on Queens Dyke at a cost to the EA of £4,356.20 and on Carr Dyke at a cost to the EA of £14,303.70.

Timber prices were highlighted to members. The use of stakes and backboard timber to repair slips in some watercourse was standard practice. Costs were now £3.50 per metre for backboards and £4.50 for each stake, compared to earlier pre-Brexit and Covid times of below £1.00 per metre for backboard and below £1.00 per stake. This makes this option for bank slip repairs very expensive.

The other large increase experienced this year is Herder wearing parts. A stock order pre-season is made to enable Operatives to rebuild the weed basket cutters ready for the season ahead, and to have a stock of replacement wearing parts for replacement running repairs during the maintenance season. Herder have increased their prices in the last year on consumable parts by 6% in April 2022, 8% in July 2022 and a further 12% in November 2022. This has increased our cost of £9,786.00 in 2022 to £22,045.50 in 2023 for W1st. In summary, Herder had a 26% price increase on wearing parts in 2022. Other supplier options have been explored, but there is no apparent alternative supplier of genuine Herder parts and therefore, the Board is tied into a single supplier.

The new Atlas 140W wheeled excavator as agreed in the plant programme for 2023/24 at a cost of £187,000.00 has now been delivered to distributors TDL in Yorkshire. They have applied to the DVLA to register the machine and it is undergoing pre-delivery inspection along with having the height limiter installed. It should be delivered soon.

The John Deere tractor with the Herder Grenadier side arm flail has been found to have a cracked front near side axle. This is cracked at the point the support bracket was fitted by Herder to the axle locking ram. Repairs to the tractor have been completed. A meeting with Mastenbroek and Ben Burgess (JD dealer) has taken place to agree how they are going to prevent this from happening again. They have been made aware that there should be no cost implications to the Board (the quoted price for the repair was circa £6,000.00), even though this tractor is just outside of its warranty period by 250 hours. Since this crack has been found, Witham Third DIDB's identical John Deere and flail tractor has been inspected and found to be cracked in the same place. Both these tractors were delivered to their relevant Boards at the same time.

Digby pump No1 has had to be removed for repair by Perry's Pumps of Lincoln. The pump had failed and tripped out each time the pump team tried to restart it. The motor was unbolted and lifted from the pump, this revealed that it was the pump that would not turn. On lifting the pump, the bell mouth was found to have rotted off the bottom and had to be recovered from the sump. At inspection, No2 pump could also be seen to be missing its bell mouth so it too will have to be lifted and repaired when No 1 goes back in. These two pumps will now therefore constitute the two pump lifts for the Board for 2023/24 [although they are not the ones planned].

Officers are in possession of the official confirmed orders for the 2023/24 PSCA vegetation maintenance works for the EA. Including the additional work quoted for, is W1 £124,071.49 [the actual/recovery costs of completed works may differ]. It was highlighted to Members the lengths of watercourses we now maintain on behalf of the EA was 146,463 metres or 91.01 miles. Whilst the JSC and Boards are supportive of this work on main river, the work is confirmed short-term for only a year at a time which makes planning workforce and plant complex.

Members received and NOTED the Operations Report and update.

2645 Engineering Report.

A report had been circulated with the agenda and was presented by the Director of Engineering & Technical Services.

Telemetry upgrade for Upper Witham IDB, Witham 1st DIDB and Witham 3rd DIDB

An opportunity arose following successful FDGiA grant funding schemes for other Boards within Lincolnshire to upgrade Telemetry systems. Georgina Nichols, Capital Programme Manager for our 4 IDBs and 3 other Lincolnshire Boards, has successfully gained Flood Defence Grant in Aid for the three Boards to the value of £98,353 for Upper Witham IDB, £125,625 for Witham 1st DIDB and £93,750 for Witham 3rd DIDB [NELDB was completed a couple of years ago].

The system being implemented is from Xylem, a multinational company including the division that was formally known as Flygt. The system is the web based 'VTScada' installed successfully in NELDB pumping stations and several other stations across the Witham Boards.

For Witham 1st DIDB this involves 5 of the 12 sites, for upgrading the existing equipment on 1 site and installation on 4 sites. Delivery was hoped for by 31.03.23 but is currently programmed from 21st August 2023 with a current order value of £21,338.38. There will be further costs for Xylem equipment and installation for the potential 7 other sites and in addition works will be required to provide new water level signal inputs which will incur further costs.

Metheringham Fen Pumping Station (FD-1143-2014-PRO)

This station has attracted FDGiA monies allocated via the EA in the sum of £163,000, subject to a contribution from the Board of a further £5,000 as approved at the June 2020 meeting. These monies were used to replace or refurbish the elements of the site as listed:

- i. Replace existing MCC (pump control panel)
- ii. Replace outfall flap valves.
- iii. Refurbish automated weed screen cleaner.
- iv. Health & Safety improvements including fencing, site lighting and steps.

The new steps have been installed by Cobra Engineering and the new outfall flaps are to be installed w/c 22nd May 2023 by CG Godfrey Ltd. Once this work is complete, this scheme will be complete.

The River Slea Flood Resilience Project (FD-6209-2022-GEN)

The EA have started a potential project to manage flood risk on the River Slea between Sleaford and Haverholme.

Further information is available on this webpage on Citizen Space:

<https://consult.environment-agency.gov.uk/lincolnshire-and-northamptonshire/river-slea-flood-resilience-project/>

Lower River Witham Resilience Review & Billingham Catchment System Review (FD-5336-2020-PRO)

Work to complete the hydraulic modelling of the lower Witham system continues and was due for completion in March / April 2023. In the meantime, officers of the Board are meeting with the EA, and their consultants, to discuss maximising benefits that may be available to claim as part of any future FDGiA bids. Officers have met with the EA on two previous occasions with a 3rd meeting programmed for 09th May when the apportionment of benefits, and their allocation to the flood authorities concerned, will be revealed and discussed. The EA is proposing a method that may provide sufficient benefits to enable all authorities to

receive sufficient grant monies to allow improvement works to be undertaken at many of the Board's assets.

Whilst this review is designed to address the long-term future of the system, its current condition and short-term work programme is of more concern. The reasons for this concern will become evident should the system be exposed to similar rainfall and catchment conditions as those experienced in Autumn 2019 and early 2020.

The Board's officers continue to raise issues of concern relating to the system's condition and ability to convey water with the EA and its consultants.

The EA had publicised dates of 'drop in' events where the public may view the proposals and discuss them with the Agency officers and their consultants. However, these have been postponed until the autumn as the new project manager thought there was insufficient information and detail of any proposals to make members of the public aware of with any certainty.

The EA have a web page for the Lower Witham Flood Resilience Project:

<https://consult.environment-agency.gov.uk/lincolnshire-and-northamptonshire/lower-witham-flood-resilience-project/>

Members received and NOTED the Engineering report and update.

2646 Planning and Consultations Report.

The Planning and Consultations Report had been circulated with the agenda and was presented by the Director of Engineering & Technical Services.

Issues highlighted to members were as follows:

**Proposed new car sales showroom, workshop facility and associated external area.
Land North Of Blackthorn Way Five Mile Lane Business Park Blackthorn Way Washingborough Lincoln LN4 1AF**

Thank you for the opportunity to comment on the above application. The site is within the Witham First District Internal Drainage Board area.

The revised Flood Risk Assessment and Technical Note does not provide enough information with regard to disposal of surface water. While the Business Park as a whole benefits from an attenuation system allowing increased discharge for the individual plots there is a limit to the allowable discharge rate and secondary on plot attenuation may be required. I have been in contact with the consultant assessing this and provided information to assess if additional attenuation is required on the plot.

Following the above comment additional information was submitted.

Thank you for the opportunity to comment on the above additional information for the application. The site is within the Witham First District Internal Drainage Board area.

The revised details for the surface water in Technical Note 01 are acceptable to the Board including:

- Attenuated discharge into Manhole 2 of 2l/s.
- 221m³ of storage.

Currently there are no revised surface water drainage plans submitted to reflect this change.

**Demolition of existing dwelling and commercial buildings and erection of 2 no. buildings with associated landscaping, car parking, turning area and alterations to access.
Land At Five Mile Lane Washingborough Lincoln LN4 1AF**

Thank you for the opportunity to comment on the above amendments. The site is within the Witham First District Internal Drainage Board area.

The Board has no comments on the Noise Assessment & Arboriculture Report.

It is noted the amended plan refers to a soakaway as the method surface water disposal. However, the Board objection remains in place because there are no details submitted. It should be noted the adjacent development was unable to use soakaways as a method.

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system.

**Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11
Application by Springwell Energyfarm Ltd (the Applicant) for an Order granting Development Consent for the Springwell Solar Farm (the Proposed Development)**

Thank you for the opportunity to comment on the above application. A small part of the site is within the Witham First District Internal Drainage Board area, and this includes the Board maintained Springwell Beck (2147). See attached map.

As Identified in the report works (within watercourses within the Board area) need to be agreed with Witham First District Internal Drainage Board, in addition under the terms of the Board's Byelaws, the prior written consent of the Board is required for any proposed temporary or permanent works or structures in, under, over or within the byelaw 9m distance of the top of the bank of a Board maintained watercourse, Springwell Beck (2147). The full 9m is required to be clear of all obstructions to allow maintenance by the Board's large plant.

Where the report identifies Lincolnshire CC (LLFA) as the consenting authority for works with watercourses (outside an IDB area) at this location Witham First District Internal Drainage Board acts as agent for Lincolnshire CC so any agreement for works within watercourses is also with the Board.

The Board would like to be consulted at all stages of the project.

Members received and NOTED the Planning and Consultations report.

2647 Consents and Enforcements.

A report had been circulated with the agenda. There was nothing to highlight to members on this occasion.

Members received and noted the report on Consents and Enforcements.

2648 Any Other Business.

There were no items of business and the meeting closed at 16:30.

2649 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting, incorporating the Annual Public Meeting, was confirmed for **Wednesday, 22nd November 2023** at 2pm in Branston Booths Village Hall. This change in date from 21.11.23 was agreed due to a clash with the ADA Annual Conference, now announced as taking place in London on 21.11.23.

.....  Chairman 22.11.23 Date
W1st BM 23.05.23.